

~~CONFIDENTIAL~~

Checklist on Factors to be Settled in Use of Multilith Mats  
for Control of and Indexing of Documents

11 Oct

A. Typewriters

1. Obtain 5 sectors for elite electromatic typewriters.

6 Oct

25X1A9a [REDACTED] promises delivery week of Oct 4

2. Obtain 7 sprockets and sectors for Gothic electromatic typewriters.

1 Oct

25X1A9a [REDACTED] sent wire 30 Sept- -Answer due 1 Oct as to delivery date.

3. Get 4 sprockets and sectors for pool machines.

1 Oct

25X1A9a [REDACTED] will be in in the morning of 1 Oct to measure machines.  
Delivery of sprockets  
Get estimate from [REDACTED] 25X1A9a

B. Form on Multilith Mats

4. Prepare addressograph plate for dist. ladder

1 Oct

25X1A5a1 [REDACTED] preparing plate gratis - Delivery 1 Oct

5. Emboss mats from plate within CIA immediately

1 Oct

25X1A9a [REDACTED] in Reproduction thinks he can help out -  
Will confer 1 Oct with [REDACTED] and [REDACTED] -  
25X1A9a [REDACTED] of Finance also will help out -  
Check ink on addressograph machine  
Get OCD employee to help if necessary

25X1A9a 25X1A5a1

6. Let a contract for embossing future supply to GPO or Addressograph

6 Oct

Hold to see what [REDACTED] can do for us

25X1A9a

C. Multilith Machines

7. Get delivery of machines from warehouse. 1 Oct

Machines located - Delivery promised 1 Oct

8. Adjust and test machines 6 Oct

25X1A5a1 [REDACTED] standing by to come  
over to make adjustments

9. Obtain supplies for machine 1 Oct

25X1A5a1 Ask [REDACTED] - order

D. Personnel for Multilith Machines

- FOIAb3b1 10. Arrange for detail of and eventual transfer of 1 Oct  
two released [REDACTED] employees.

25X1A9a C. [REDACTED] Personnel, checking status

- 25X1A9a 11. Bring in [REDACTED] (Security-cleared PBA grand-caught in RIF) 1 Oct  
Arranged for interview 30 September - He did not appear  
Check to Determine if he is interested

12. Train operators in operation of machine.

a. Trade one new employee for one Library employee who  
attended multilith school

b. Operators to be trained by 11 Oct 11 Oct

c. Explore possibility of loan of Services Branch 4 Oct  
operator to train new employees

25X1A5a1 d. Check [REDACTED] on possibility of sending one or 1 Oct  
more new people to multilith school.

E. Paper

13. Order 3x5 plain white paper for control slips. 5 Oct  
Approved For Release 1999/09/20 : CIA-RDP78-03568A000100100004-5

Requisition placed 30 September  
Delivery expected 5 October

F. Procedure

14. Draft procedure in detail showing each step and flow 1 Oct

25X1A9a [REDACTED] to draft

15. Circulate for comment and concurrence 4 Oct

To - [REDACTED] 25X1A9a  
By - [REDACTED]

16. Type onto ditto master; produce copies for all concerned;  
circulate to all participants 6 Oct

To be completed by OCD and circulated through Asst.  
Director's Office.

G. Installation

17. Instruct participants:

- a. Typists in OCD Library - Dist. Div.
- b. Typist in pool
- c. Readers OCD
- d. Readers ORE
- e. Multilith operators
- f. Distribution clerks in Library
- g. Classifiers in Library
- h. Classifiers in pool
- i. Key punch operators

To be performed by key people in OCD with Management  
Branch assistance 6-8 Oct